



DEPARTMENT OF THE AIR FORCE

HEADQUARTERS AIR FORCE SPACE COMMAND

MEMORANDUM FOR SEE DISTRIBUTION

20 Sep 99

FROM: HQ AFSPC/LGCP
150 Vandenberg St STE 1105
Peterson AFB CO 80914-4350

SUBJECT: INFO.LTR 99-18, Using Government Purchase Cards for Pager and Cell Phone Services

1. This information letter, INFO.LTR 99-18, is guidance in nature for all AFSPC contracting offices and is issued under Special Publication System, AFSPC 64-101, for Specialized Contracting Publications.
2. The following is some clarification on the policy regarding the use of the Government Purchase Card to acquire pager and cell phone services:
 - a. The Government Purchase Card may be used to pay for pager and cell phones services with an annual requirement less than \$2,500, with the following conditions:
 - (1) If there is a "contract" that must be signed with the pager or cell phone company, (i.e. one year whether you use the service or discontinue it, you pay for the entire year) the card **CANNOT** be used. This is because you are obligating the government to pay for future services for which you DO NOT CURRENTLY have funds available.
 - (2) If you pay only for the air time used and the service can be discontinued at any time throughout the year and you owe nothing (like your phone at home), then the card **CAN** be used to pre-pay those charges because the service was received within 30 days and you CURRENTLY have the money available on the card to pay.
 - (3) If you only pay for the air time used and the service can be discontinued at any time throughout the year and you owe nothing, then the card may also be used to pay for services at the end of every three (3) or six (6) month cycle if that is the company's practice. The key point to remember is that you pay after you receive the service and not before.

b. If you have a known (even if it is estimated) annual requirement over \$2,500, **THERE MUST BE A BPA OR CONTRACT IN EFFECT**. The Competition in Contracting Act, Buy American Act, Service Contract Act, etc. all must be adhered to. Those are statutory requirements. These requirements **MUST BE COMPETED**. They are not micropurchases. However, the Government Purchase Card may be used to make payments against the contract for these services.

3. For your information, GSA has added cell phone and pager services to the Federal Supply Schedule (FSS) program. Therefore, your cardholders may go through the FSS to acquire their cell phone and pager services; however, this does not eliminate the cardholder's responsibility to go through the COMM squadron for authorization before going to the FSS, unless this requirement has been eliminated by your local COMM squadron.

4. If you have any questions, contact Ms. Terry Schooley, DSN 692-5169 or commercial (719) 554-5169. You may also contact Ms. Schooley by e-mail at "Terry.Schooley@Peterson.af.mil".


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cc:
AFSPC/IGI

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